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From: Piro, Peter (DPH)
Sent: Friday, February 10, 2012 9:43 AM
To: Nassif, Julianne (DPH); Salemi, Charles (DPH)
Subject: GC/MS Training

Hello Julie and Chuck,

On the topic of GC/MS training for Mike, Daniela and Hevis, I'd like to propose group training since we only have four and a half months left before our transfer to Public Safety. I will do group training when it comes to reviewing the topics on the GC/MS training checklist. I will supply a training manual and other reference materials related to GC/MS operations. When it comes to hands on training, I'd like to break up into three different groups where I solicit the assistance of other GC/MS operators. Della, Lisa and Dan have volunteered to help me since I can't possibly do hands on training for all three chemists. During hands on training, I typically have the trainees set up the instrument while I watch. I then make copies of the control cards and GC/MS control sheets and have the trainee do the analysis. I then review their results while I (or one of my trusted colleagues) do the analysis on the originals. This typically will go on for at least one to two months (or more) depending on their skill level, comfort level, and availability. When we feel someone is proficient enough to go solo, I let them work on real samples and have them fill out the original cards and paperwork. If they do this successfully for two weeks while being supervised, I then let them go solo for good. Somewhere in between they will also take a written proficiency test that they need to pass (80% or higher would be nice). Let me know what you think.